

Opening Date:	November 26, 2014	Closing Date:	December 31, 2014
Job Title:	Alternative Dispute Resolution (ADR) Resources Coordinator	Position Type:	Regular Full Time
PIN:	085649	FLSA Status:	Exempt
Location:	Maryland Mediation & Conflict Resolution Office (MACRO) Annapolis, Maryland	Grade/Entry Salary:	J14 \$49,408 - \$59,166
Financial Disclosure:	Yes (Depending on Qualifications)		

Regular State employees subject to promotion/demotion policy

Essential functions: The Alternative Dispute Resolution Resources Coordinator (ADR Resources Coordinator) position at MACRO includes working on a wide variety of projects designed to advance conflict resolution programs in courts, communities, state and local government agencies, criminal and juvenile justice programs, and schools and universities statewide. The ADR Resources Coordinator will assist with the activities of the Maryland Program for Mediator Excellence as well as with MACRO conferences and events. The ADR Resources Coordinator works on publications, website management, and public education efforts, as well as assisting with management of MACRO's grant programs. This position is responsible for coordinating, managing, and conducting outreach for events statewide including teleconferences, webinars, seminars, lectures, public awareness campaigns, and other appropriate events. The ADR Resources Coordinator works to advance ADR in new areas, makes recommendations about outreach and program development, and represents the office on various tasks groups, planning committees, and collaborative initiatives. This position works collaboratively with MACRO's Director and other staff in all other aspects of achieving MACRO's mission. The incumbent in this position performs all other duties as assigned.

Education: Bachelor's degree from an accredited four year college or university.
Experience: Three years of related professional experience. Basic 40- hour mediation skills training.
Preferred: Experience in mediation and other alternative dispute resolution processes, such as group facilitation. Advanced degree in conflict resolution or a related field. Ability to conduct training and website design. Familiarity with courts, grants, and budgets.
Note: Advanced degree can be substituted for two years of the required experience.

Skills/Abilities: Ability to be a self starter, to collaborate, to prioritize, and to manage multiple projects simultaneously. Outstanding written and oral communication skills, presentation skills, and diplomacy skills. Ability to mediate. Ability to use computer software. Ability to be creative, a solid team member, and work in a collaborative work environment. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary application (unsigned applications will not be accepted) stating position title, location and PIN number. Materials must be received in the Human Resources office at the address below by 4:30 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for materials sent to any other address.

Maryland Judiciary
 Human Resources Department
 580 Taylor Ave., Bldg. A-1
 Annapolis, MD 21401
 Email: jobs@mdcourts.gov (zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check and is required to submit a completed Maryland Judiciary employment application. Employees must be a United States citizens or eligible to work in the United States.